

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: South Side  
 Period: Jan-05

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
<b>Phase I</b>					
(10)T-Mobile PSAP Profile	Dinwiddie			1.25	Complete/Sign/Copy/Mail
(10)T/Cs Correspondence W/Stakeholders	Dinwiddie			4	Tower/Routing Information
(10)Correspondence w/WSPs	Dinwiddie			1	Re: Phase I testing timeline
(10)Revise Tasking Gant chart	Dinwiddie			1	For delivery to PSAP
(10)T/C w/Dan Bartel - TCS	Farmville			0.25	Info Confirmation
(10)T/C Correspondence on-site w/Gilbert	Farmville			2	Re: Intrado Boundary map
(10)Review PSAP Checklist	Farmville			0.75	For final tasking
(11)T/C Correspondence w/Gilbert Wood	Farmville			0.75	Re: Project Mgmt. E/M
(10)T/Cs Correspondence w/WSPs	Region			1	Re: Phase I testing timeline
<b>Phase II</b>					
(7)T/C Correspondence On-site w/Randy Leonard	Amelia			2.5	Re: ALI upgrade/Parameter Changes
(10)T/C w/PSAP	Amelia			0.5	Re: Map development/Timelines
(10)T/C w/Jen Renhart - GeoComm	Amelia			0.25	Re: WSP Contact info
(10)Review PSAP Checklist	Amelia			0.5	For final tasking
(4)T/C w/PSAP Coordinator	Brunswick			0.5	F/U on recorder maint.
(10)Prep for Phase II testing	Brunswick			0.5	Nextel
(10)T/Cs Correspondence w/Stakeholders	Brunswick			8.25	Re: Nextel Towers #1096/#1089
(10)Coordinate w/Intrado	Brunswick			5.5	Updates/Schedules
(10)Review PSAP Checklist	Brunswick			1.5	For final tasking
(10)T/C Correspondence w/WB	Brunswick			0.5	Re: Instructions
(14)On-site for Phase II testing	Brunswick			4	Nextel
(11)Correspondence w/Lisa Meyers	Charlotte			0.25	Re: Regional Meeting
(10)Coordinate Phase II testing	Cumberland			2.75	USCC
(10)Follow up Phase II testing	Cumberland			2	USCC
(14)On-site for Phase II testing	Cumberland			6	USCC
(7)T/C Correspondence w/David Jolly	Dinwiddie			0.75	Re: ALI upgrade/Parameter Changes
(10)T/C w/Gilbert	Farmville			0.5	Re: Mapping Installation

(10)Review PSAP Checklist	Halifax			0.75	For final tasking
(10)T/Cs w/PSAP	Halifax			1	Re: Mapping Vendor selection/Installation
(10)Correspondence w/Linda	Mecklenburg			0.5	Re: Managers Meeting
(11)T/C w/Linda Cage	Mecklenburg			0.25	Re: Project Mgmt. E/M
(1)T/Cs Correspondence w/Chris Hardesy	Nottoway			0.75	Re: Mapping Contract
(5)Review of Mapping Contract	Nottoway			3	Re: Phase II
(10)T/C w/Kim - Intrado/Sheriff Parrish	Nottoway			3	Re: Boundary Map
(10)Review PSAP Checklist	Nottoway			1.25	For final tasking
(7)T/C w/Lynn - Verizon	Region			0.75	Re: ALI upgrade/Parameter Changes
(10)Update Quick Reference Report	Region			4	With most current updates/changes
(10)Update Service Request Tracker	Region			0.5	With most current updates/changes
(10)Update Phase II testing schedule	Region			0.5	With most current updates/changes
(10)Update Deployment Tracker	Region			0.25	With most current updates/changes
(10)Review PSAP Checklist	Region			5	For final tasking
(10)Coordinate documentation	Region			1.75	Re: PSAP Phase II issues/Prep for 05
(10)Planning meetings	Region			0.5	Status/updates/tasking/FU
(10)Planning meetings	Region			5	Re: Remaining Implementation issues
(10)Verify routing testing results	Region			3.75	Make necessary corrections
(10)Correspondence w/Ned Awad	Region			0.25	Regional PSAPs
(10)Correspondence w/PSAPs/Cingular	Region			1	Re: Accuracy testing
(10)Correspondence w/WSPs	Region			0.75	Re: New contact info
(10)Review Mapping Issues	Region			6.75	Plan for completion
(10)Correspondence w/Stakeholders	Region			6	Re: Project Mgmt. E/M
(11)Attend Wireless Board Meeting	Region			1.5	
(11)Southside Regional Meeting	Region			6.25	Prepare/Agenda/Notify/Conduct/Follow u
(11)Monthly Newsletter	Region			8.25	Create/Format/Mail
(12)Daily and Monthly Activity reports	Region			14.5	Enter information/calculate hours/review
(12)End of Year Summary Reports	Region			6.75	For PSAP Coordinator/Training Rep.
			0	133.25	
Per Steve Marzolf					
<b>Phase I Approved Hours for Amelia County</b>					
(SM1) Coordinating & Scheduling Testing w/Nextel					
Correspondence w/Cara - Intrado re: Testing contact and timeline				0.75	
(SM2) Review Nextel Request for 6mo. Compliance					
Review Phase I Service request				0.25	
(SM3) Ensure mutual aid agreements are in place for E-911					
T/Cs Correspondence w/Randy and David Jolly - Dinwiddie re: signing of Mutual Aid Agreement				1.25	
<b>Phase II Approved Hours for Amelia County</b>					
(SM2) Request timeline for the map data and coordinate installation of mapping equipment					
T/C and Correspondence w/Bruce and Megan - Timmons re: Mapping data status and timelines				0.75	
<b>Phase I Approved Hours for Dinwiddie County</b>					

(SM1) Schedule Phase I Testing (7) Carriers					
T/C w/Cara - Intrado re: Nextel testing schedule				0.5	
(SM2) Complete WSP surveys for all carriers					
T/Cs w/WSPs re: needed PSAP Profile Surveys				0.75	
(SM3) Verify Tower sites and complete routing sheets					
T/C Correspondence w/Ineke - TCS re: Traffic Plans				1.75	
T/Cs Correspondence w/Intrado/ Ned Awad - Sprint/AlltelNextel re: Traffic Plans				3.75	
Reviewed and verified all current sites and routing				2	
(SM4) Training Communications Officers on ALI screen formats and Phase I Testing					
T/C w/David Jolly re: Coordination of Phase I training for dispatchers				0.5	
Prepared for training				1	
<b>Phase II Approved Hours for Dinwiddie County</b>					
(SM3) Review and verify tower sites and routing sheets for changes/modifications					
Logged new Verizon tower #160				0.25	
(SM4) Training for communication officers on Phase II testing and ALI screen format					
T/C w/David Jolly re: Coordination of Phase II training for dispatchers				0.25	
<b>Phase I Approved Hours for the Town of Farmville</b>					
(SM1) Follow -up to schedule testing for Phase I					
Follow-up on schedules for Phase I testing				1.25	
T/C w/Bob Laymen re: Phase I testing the end of Feb. 2005				0.25	
T/C w/Karl - TCS re: USCC Phase I testing the end of Feb. 2005				0.25	
(SM2) Complete WSPs surveys					
T/Cs w/WSPs re: PSAP Profile Surveys				0.5	
(SM3) Verification all tower sites and routing sheets					
Reviewed verified all current sites and routing				2	
(SM4) Training for communication officers on Phase I testing and ALI screen format					
T/C w/Gilbert re: Training				0.25	
<b>Phase II Approved Hours for the Town of Farmville</b>					
(SM2) ALI upgrades need to be verified					
Correspondence w/Emmy - Sprint re: ALI upgrade status				0.25	
(SM5) Coordination of Phase II testing schedules					
On-site w/Gerry/Gilbert re: installation timelines for the release of Phase II service request letters				2	
Follow-up from on-site meeting				1	
Conference call w/InterAct/Gerry/Gilbert re: release of Phase II service request letters				1	
<b>Phase II Approved Hours for Halifax County</b>					
(SM1) Coordinate with Shield on the building of the mapping data					
T/C w/Allen re: World View building Map data				0.25	
(SM2) Request timeline for the map data and coordinate the installation of the mapping equipment					
T/C and Correspondence w/Allen re: Timelines of Map data completion				0.25	
(SM3) Phase II request for service letters					
Draft and Mail Phase II Service Request letters				1	
(SM4) ALI upgrades need to be verified					

Correspondence w/Emmy re: Phase II ALI upgrade status			0.25	
<b>Phase I Approved Hours for Nottoway County</b>				
(SM1) Phase I testing with Nextel and Sprint				
T/C and Correspondence w/Cara - Intrado re: testing contact			0.5	
(SM2) Review Phase I service requests to ensure deployment within six (6) month window				
Review and Update Phase I Service Requests Letters for timelines			0.25	
(SM4) Training of Communications officers on Phase I				
On-site to deliver Training Disks			0.5	
<b>Phase II Approved Hours for Nottoway County</b>				
(SM1) Follow-up on GeoComm Mapping contract P.O.				
Draft review questions for GeoComm needs			1.25	
(SM2) Coordinate Mapping data and MSAG with Anderson & Assoc. and GeoComm				
Draft review questions for Anderson & Assoc. re: timelines			1	
Obtain contact info for new contact at Anderson & Assoc.			0.25	
T/C w/Jeff Bunting - Anderson & Assoc. re: Status of Mapping Data			0.25	
(SM3) Develop installation schedule				
Draft review of installation schedule needs			1	
(SM8) Review and verify all tower sites and routing sheets				
Logged New Verizon Tower #160			0.25	
Reviewed routing for Triton # 503, Nextel #1710, Alltel #437 @ Sheriff's request			1.5	
Correspondence w/Cara - Intrado re: Re-routing all sectors			0.25	
Reviewed verified all current sites and routing			2	
<b>Special Meeting Request for Nottoway</b>				
T/Cs to coordinate meeting time and agenda			1	
On-site for meeting w/Sheriff Parrish and County Official			3	
Follow-up from on-site meeting			1.25	
			38.5	
		0	171.75	
<b>Completed Tasks</b>				
		0	0	

## Issues of Importance

Issue	Actions Proposed to Resolve Issue	Comments